

# Market Range Detail - Inmate Classification Supervisor

## Effective Date

November 10, 2014

## Market Range Title Description

### PURPOSE STATEMENT

Positions in this market range title are responsible for the supervision of Inmate Classification Specialist to ensure inmates are placed in the correct custody level.

### PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Responsible for overseeing all Classification Specialists in the division to ensure mandates set down by the Court are met within the time frame designated
- Evaluate performance of subordinates and provides discipline as needed
- Provide quality control review of Inmate Classification Specialists to ensure that inmates are placed in the least restrictive custody level according to mandates
- Evaluate and make recommendations for change to Section Manager
- Provide training for new staff or remedial training for existing staff; schedule employees to provide appropriate coverage
- Review incoming mail; research data and respond to correspondence for the Division
- Schedule and act as chairperson for meetings within Division; represent Division at other meetings
- Compile and review statistical information; prepare reports
- Interpret, recommend, draft, and implement policies or procedures related to specific programs
- Review and approve employee time sheets and leave requests
- Counsel employees regarding both personal and work-related issues
- Review inmate discipline write-ups; complete reclassification as necessary
- During heavy workload demands, Supervisors perform duties of a Classification Specialist in order to process classification requests in a timely manner
- Ensure Classification Specialists provide information to inmates regarding all programs available
- Assess total number of inmates awaiting classification interviews; schedule Specialists accordingly
- Review caseloads of Specialists to ensure correct priority in order for classification of inmates to occur within the first 24 hours of incarceration

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$21.37	\$25.85	\$30.32

## Likely Minimum Qualifications

- Bachelor's Degree in Social Work or another closely related field; three years of professional level social work experience within a closely related environment
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.